Facilities Planning Committee
Meeting Notes
March 30, 2012


I. Tamarack. Otto gave a brief update on the demolition of Tamarack. Nearly 95% of the building is being recycled. The demolition should be completed within 4-6 weeks.

II. Sign Posting Policy. The FPC reviewed the 2003 campus sign posting policy. Kathryn Lantz reported her 2011 findings regarding sign posting policies on other regional campuses. We agreed that a sub-group should review this information in more detail and make a recommendation to the entire FPC for review and recommendation to the Chancellor. The following committee members volunteered to be on the study group: Linda Sharma, Kathryn Lantz, Tim Sutherland, Otto Jefimenko and Carol Wood.

III. Office of Development Plaque Policy. At the request of a FPC member, we reviewed the campus policy on plaques and memorials which is controlled by the Office of Development. Kathryn Lantz gave some background and said that several years ago the FPC requested that the Development Office develop a policy because we did not have one on campus and people were under the impression that they could just purchase a memorial stone for someone and have it placed on campus grounds. At that time Pat Giannini was the Associate Vice Chancellor of Development and she and Chancellor Bergland set a minimum gift of $10,000 before a plaque or stone would be placed on campus.

Tim Weidmann our current Executive Director of Development wishes to remain a bit more flexible but still believes a significant dollar amount is needed before a plaque or stone will be considered.

Some committee members want to provide the option of purchasing a simple brick in memory of someone such as a staff or faculty member who has passed away. The suggestion is to use the same area as the current bricks near the north side of the library. Kathryn agreed to discuss the issue with Tim Weidmann and report back to the group. It was suggested that Tim might want to visit Purdue Calumet and look at their “brick” area funded by donors. The group agreed that Tim should reword his policy on donor plaques and memorials to soften it a bit, and hopefully include the ability to purchase a brick for a much smaller amount, and post these policies on the Development website.

IV. Space Plan – Continuation of Discussion.
Kathryn reported that Andy Bolling has not yet had a chance to work on our space plan because IUPUI and IUSB were prioritized ahead of us. Andy is not sure when he will have a draft for us to review but it might possibly be sometime in June.

Kathryn shared new information regarding the Counseling Center, a unit of Student Services. She reported that Counseling Services knew nothing about a discussion and plan for them to move to Dunes and share space with the Dental Clinic and Wellness Center. Linda Templeton a representative from Student Services reported that after careful consideration Barbara Bullock,
Director of Counseling Services, nor Vice Chancellor Lewis wish to have the Counseling Center relocated to Dunes. Barbara submitted a letter stating the benefits of staying in Hawthorn and the negative consequences of moving to Dunes. Linda also reported that the former Counseling Director stated that the number of students served by Counseling Services increased significantly when they moved into Hawthorn Hall because the location is ideal. The FPC agreed that we should leave Counseling Services in their current Hawthorn location.

Kathryn reviewed the new office space standards that will soon be released from the Architect’s Office. Per Andy Bolling they will be:

**Faculty** = private office, 120 sf  
**Staff** = open cubicle, 80 sf  
**Directors** = private office, 150 sf  
**Department chair** = private office, 180 sf  
**Work-study, student interns** = open cubicle, 2 students per 80 sf.

Andy says that any new remodeling or new construction will use these standards.

**Child Care Center.** We next discussed how the Child Care Center might fit into the overall campus space plan now that we know it will become vacant on July 1, 2012. The discussion included the following different suggestions:

1. Move the Chancellor’s suite to the Child Care Center (CCC). Move some departments currently in Lindenwood & Sycamore into the Conference Center space vacated by the Chancellor.
2. Move the Conference Center to the Child Care Center along with the Special Events staff and possibly Marketing & Communications. Turn all vacated space in the Library/Conference Center into offices in order to expand the Chancellor’s area and make room for some departments now located in Lindenwood and Sycamore.
3. Use the CCC as a welcome center and move the Office of Admissions out of Hawthorn into this space. Include a testing center. Consider moving the IU Credit Union into this space from Moraine and Alumni Relations from Sycamore.
   a. Move supplemental instruction, writing lab and math lab out of Hawthorn into the library.
   b. Move as many academics departments now located in Lindenwood and Sycamore as possible into the vacated Hawthorn space.
   c. Move the Chancellor’s suite into the new Lindenwood and Sycamore replacement building and convert the space they vacate back into Conference Center space, which was the original configuration of the building. Keep two Special Events staff members with Conference Center.
      i. As an option to c above, move Special Events staff plus as much of External Relations from Sycamore into the Chancellor’s suite when he moves into the new building. This would likely keep the Conference Center unchanged; just moving staff from Sycamore into Chancellor’s suite.

Kathryn agreed to review these ideas in more detail and evaluate 1) how much space would be vacated in Hawthorn 2) what Lindenwood and Sycamore units might fit into the vacated Hawthorn space and 3) how much remaining space we might still need in a new building. This will be done using the new office standards.
V. Future Meeting dates

- April 13, 2012 is the next scheduled meeting but this has been cancelled. We will wait until we have the draft space plan from Andy Bolling before meeting again.

Submitted by Kathryn Lantz, April 3, 2012